



**SECTION 14:  
PROVISIONAL / FINAL  
APPROVAL**

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**PURPOSE:** To define the requirements to obtain provisional approval for new or modified parts at launch and for final part and process approval for program launch

**SCOPE:** Applies to all parts at all program launches (major or minor)

**EXPLANATION:** The Provisional / Final Approval process is a two-step procedure used to acknowledge the supplier's demonstration of production part readiness as to quality requirements and process readiness as to capacity and capability

**RELATED DOCUMENT(S):**

- QUALITY ASSURANCE PROJECT PLAN (QAPP) (TMI SQAM Section 25)
- SUPPLIER QUALITY CONTACT LIST (TMI SQAM Section 2)
- PART EVALUATION PLAN (TMI SQAM Section 12)
- SAMPLE DATA SHEET (TMI SQAM Section 12)
- QUALITY ASSURANCE SCHEDULE (TMI SQAM Section 4)
- QUALITY DEVIATION REQUEST (TMI SQAM Section 12)
- ECI IMPLEMENTATION LOG (TMI SQAM Section 6)
- HIGH VOLUME PRODUCTION TRIAL (TMI SQAM Section 15)
- PART INSPECTION STANDARD (TMI SQAM Section 7)
- CHECKING FIXTURE (TMI SQAM Section 8)
- CAPABILITY STUDY (TMI SQAM Section 22)
- BURNING TEST REPORT (TMI SQAM Section 12)
- FMVSS / CMVSS REGULATION ITEM DATA SUBMISSION (TMI SQAM Section 12)
- CRITICAL CHARACTERISTIC MATRIX (TMI SQAM Section 22)
- MATERIAL CERTIFICATION (TMI SQAM Section 24)
- IMDS (International Material Data Sheet) (TMI SQAM Section 26)
- APPLICATION OF TECHNICAL STANDARDS (TMI SQAM Section 27)

**REQUIRED DOCUMENT(S):**

- APPROVAL REQUEST FORM - TMI APPENDIX 14A
- MQC / CONTROL PLAN - TMI APPENDIX 10A
- PFMEA - TMI APPENDIX 9A
- TMI RAW MATERIAL CERTIFICATION STATEMENT - TMI APPENDIX 24A

**RESPONSIBILITIES:**

**A. PROVISIONAL APPROVAL -**

- 1) The supplier must submit a request for PROVISIONAL APPROVAL to TMI - QC once the product is judged by TMI QC to be ready for mass production. Target required timing will be detailed on the QAPP. Provisional Approval is required prior to scheduling and running HVPT; however, in some rare cases, TMI Plant QC may require completion of HVPT before allowing PA to be granted.

**NOTE:** There is one special circumstance that will require the supplier to submit a Provisional Approval Request prior to the part being approved for production. If a prototype tool is manufactured as a requirement of TMI Development, the supplier must submit a request for Provisional Approval in order to receive payment for the tool. Submission is to be made following the guidelines established here in this section.

- 2) Before submission the supplier must confirm that they meet the following criteria:
  - a) Development and implementation of an internal quality control system within their manufacturing location in accordance with all TMI requirements as described in previous sections of this SQAM.
  - b) Submission of sample parts from production level tooling and processes that have met all applicable quality requirements **and applicable technical standards** unless waived by TMI plant QC. **Applicable test standards are to be identified in the header portion of the request form.**
  - c) Completion and approval of all TMI documentation requirements as outlined in previous sections of this SQAM with special emphasis on inspection standards
  - d) Completion and approval of all checking fixtures **with supporting Gage R&R studies**
  - e) **Completion and submission of short term capability studies**
  
- 3) The supplier will initiate the approval process by conducting the following activities:
  - a) Complete the supplier section of the APPROVAL REQUEST FORM and check the “Provisional Approval” box at the top.
  - b) Attach the most recent version of the following documents unless requirement is waived by TMI QC:
    - aa) Manufacturing Quality Chart / Control Plan (MQC / CP)
    - bb) Process FMEA
    - cc) Raw Material Certifications
  - c) Confirm that the following documents are up-to-date and approved by TMI and list the most recent submission date on the Approval Request form:
    - aa) Supplier Quality Assurance Contact List
    - bb) Part Evaluation Plan
    - cc) Sample Data Sheets
    - dd) Quality Assurance Schedule
    - ee) Quality Deviation Request (in the case of any parts not meeting requirements)
    - ff) ECI Status Sheets (where requested by TMI QC)
  - d) **Check off all evaluation item results as “Meets - Yes / No” or “No Requirements”. Evaluation items include, but are not limited to, the following:**
    - aa) S/T capability study
    - bb) L/T capability study
    - cc) Checking fixture / Gage R & R
    - dd) Dimensional data
    - ee) Material



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- ff) Welding
- gg) Coating and Environmental
- hh) Weight
- ii) Performance
- jj) Reliability
- kk) Appearance
- ll) Color / Grain Approval
- mm) Regulation items
- nn) Flammability
- oo) Critical characteristics identified and documented
- pp) IMDS
- qq) High Volume Production Trial
- rr) All major quality concerns closed
- ss) Other

- e) Confirm supporting documentation for all evaluation items is complete and has been submitted to TMI Plant QC. Attach formal countermeasures for any evaluation items judged as “Does not meet” requirement.
- 4) The supplier will submit the Approval Request Form and its required attachments to TMI – QC for review and approval **per the timing specified in the TMI QAPP.**
  - 5) TMI - QC will review the request for approval. If accepted and approved, TMI - QC will return the signed form to the supplier. If unacceptable to TMI, the form and its attachments will be returned to the supplier with an explanation for the rejection. TMI response will be made within ten (10) days of the receipt of the request.

**B. FINAL APPROVAL -**

- 1) Final approval indicates that the supplier’s process can consistently provide acceptable quality parts at volume production level. TMI Production Control and / or QC may request capacity studies and documentation of long term capability studies that demonstrate the supplier’s process is capable of supporting mass production volume requirements.
- 2) Final approval cannot be requested any sooner than 30 days after SOP.
- 3) The supplier will finalize the approval process by conducting the following activities:
  - a) Complete the supplier section of the Approval Request Form and check the “Final Approval” box at the top.
  - b) Attach the most recent version of the following documents:
    - aa) Manufacturing Quality Chart / Control Plan (MQC / CP)
    - bb) Process FMEA
    - cc) Raw Material Certifications
  - c) Confirm that the following documents are up-to-date and list the most recent submission date on the Approval Request form:



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- aa) Supplier Quality Assurance Contact List
- bb) Part Evaluation Plan
- cc) Sample Data Sheets (with ECI Status Sheets where required by TMI plant QC)
- dd) Quality Assurance Schedule

d) Confirm that long term capability studies have been completed and results have been submitted to TMI

- 4) The supplier will submit the approval form and its required attachments to TMI - QC per TMI QAPP specified timing.
- 5) TMI - QC will review the request for approval. If accepted and approved, TMI - QC will return the signed form to the supplier. If unacceptable, TMI - QC will return the form and its attachments to the supplier

with

an explanation for rejection. TMI response will be made within ten (10) days of receipt of the request.

REVISION	REVISION DATE	SECTION	CHANGE DESCRIPTION
0	07/009/01	ALL	Initial release
1	05/20/03	ALL	Added revision record
2	08/09/04	SCOPE / EXPLANATION / RESP	Added reference to QAPP / Added all new TMI SQAM elements and requirements